



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE MEETING OF BOGNOR REGIS TOWN COUNCIL

HELD ON MONDAY 6th MARCH 2023

PRESENT:

Town Mayor: Cllr. J. Barrett; Cllrs: J. Brooks, A. Cunard (until Min. 173.2), Mrs. S. Daniells (until Min. 178), J. Erskine, S. Goodheart, Miss. C. Needs, S. Reynolds (until Min. 178), W. Smith, M. Stanley, Mrs. J. Warr, B. Waterhouse and P. Woodall

IN ATTENDANCE:

Mrs. J. Davis (Assistant Clerk)
Mrs. R. Vervecken (Civic & Office Manager)
Cllr. F. Oppler (West Sussex County Councillor) (part of meeting)
Cllr. K. Greenway (West Sussex County Councillor for Bersted) (part of meeting)
Major Matt Butler (part of meeting)
Able Cadet Amy Wales, Mayor's Cadet (part of meeting)
1 member of the public

The Mayor's Chaplain, Major Matt Butler from the Salvation Army, led prayers prior to the Meeting

The Meeting opened at 6.32pm

154. WELCOME BY TOWN MAYOR AND APOLOGIES FOR ABSENCE

The Town Mayor welcomed all those present. The Council's opening statement was read, and particular attention was drawn to the evacuation procedure in the event of the fire alarm sounding and the Council's Standing Orders relating to public question time.

The Assistant Clerk gave apologies for the Town Clerk, who was unwell.

No apologies had been received from Cllrs. K. Batley, H. Jones or Mrs. S. Staniforth.

155. DECLARATIONS OF INTEREST

Members and Officers are invited to make any declarations of Disclosable Pecuniary, Other Registrable and/or Ordinary Interests that they may have in relation to items on this agenda and are reminded that they should redeclare their Interest before consideration of the item or as soon as the Interest becomes apparent and if not previously included on their Register of Interests to notify the Monitoring Officer within 28 days.

Members and Officers should make their declaration by stating:

- a) the item they have the Interest in
- b) whether it is a Disclosable Pecuniary, Other Registrable or Ordinary Interest
- c) the nature of the Interest
- d) if it is an Ordinary Interest whether they intend to leave the meeting for the discussion and vote
- e) if it is a Disclosable Pecuniary or Other Registrable Interest, and therefore must leave the room for the discussion and vote, whether they will be exercising their right to speak on this matter under Public Question Time.

They then need to re-declare their Interest and the nature of the Interest at the commencement of the item or when the Interest becomes apparent. They should request that it be recorded in the Minutes that they will leave the meeting and will neither take part in discussion, nor vote on the item.

As per the Agenda, it is each Member's own responsibility to notify the Monitoring Officer of all Disclosable Pecuniary, Other Registrable or Ordinary Interests notifiable under the Council's Code of Conduct, not already recorded on their Register of Interests Form, within 28 days.

The Chairman reminded Members to declare their Interests as any arise or again at the relative point in the meeting if they have already.

Cllr. Brooks declared an Ordinary Interest as a volunteer of 4Sight Vision Support

Cllr. Cunard declared a Disclosable Pecuniary Interest in Agenda items 21, 22 and 23 as a tenant of the Picturedrome Cinema

Cllr. Mrs. Daniells declared a Disclosable Pecuniary Interest in Agenda items 21, 22 and 23 as an employee of the Picturedrome Cinema

Cllr. Reynolds declared a Disclosable Pecuniary Interest in Agenda items 21, 22 and 23 as an employee of the Picturedrome Cinema

156. TO CONSIDER REMOVING 'TO ADJOURN THE MEETING AND WELCOME A REPRESENTATIVE FROM SUSSEX POLICE TO PROVIDE A REPORT ON LOCAL POLICING' AS A STANDING ITEM ON FUTURE COUNCIL AGENDAS - MIN. 125 REFERS

The Town Clerk's report was **NOTED**.

Members discussed at length whether an update on local policing should be provided by Officers at Council meetings, following their attendance at regular Arun Parish Meetings with the Neighbourhood Policing Team, as per the Officer recommendation in the report.

Some Councillors felt this would be better than receiving no update at all, whilst others felt that with no attendance by a member of the policing team since the Council Meeting held on 4th January 2022, more of an effort should be made by Sussex Police, to address Members in person.

One Councillor pointed out that on occasions when a representative had attended, sometimes there were no specific questions or items to report on and suggested it may be more beneficial to invite a representative from Sussex Police on a more ad-hoc basis, as the need arises.

After discussion, Members present **AGREED** to remove 'To adjourn the meeting and welcome a representative from Sussex Police to provide a report on local policing' as a standing item on future Council agendas.

Members further **AGREED** with the Officer recommendation that a standing item be included on future Council agendas 'To receive a report from Officers following any attendance at the monthly Arun Parish Meeting with the Neighbourhood Policing Team', after the standing item 'Reports from Representatives to other organisations'.

Members further **AGREED** that should any questions arise or clarification be needed, on a specific issue raised through these reports, that a representative from Sussex Police could be invited to attend Council Meetings, on an ad-hoc basis, as seen appropriate by Members.

157. TO APPROVE THE MINUTES OF THE COUNCIL MEETING HELD ON 3rd JANUARY 2023

The Minutes of the Council Meeting held on 3rd January 2023 were **APPROVED** by the Council as a correct record and were signed by the Chairman.

158. REPORTS FROM WSCC COUNTY AND ADC DISTRICT COUNCILLORS (IF AVAILABLE)

Cllr. Oppler (WSCC Councillor and ADC Councillor) updated Members on the ongoing plans for the 'Levelling Up' project at the Alexandra Theatre. He advised that Whitbread PLC are holding a public exhibition on Wednesday 8th March regarding their proposal for a Premier Inn at the site of the old Fire Station on Clarence Road and encouraged as many Councillors to attend as possible.

He went on to mention the recent budget meeting held at Arun District Council and the recently announced resignation of Arun's CEO, Mr. James Hassett.

Cllr. Greenway (West Sussex County Councillor for Bersted) wished the Clerk well, following her absence at the Meeting due to illness. He went on to advise of an extra £4.5 million recently passed at WSCC to allow for further highway works and drainage improvements, which were necessary due to the particularly extreme weather of late. Cllr. Greenway was pleased with the

extra funding made available for the county, and hoped the improvements will be made as soon as possible.

A new campaign has been launched to reduce the speed limit for drivers travelling through Shripney village. Cllr. Greenway asked Councillors to support this, where possible.

Following a recent meeting with the 39 Youth Club, the Bersted Councillor was pleased to hear the Club's vision for youth provision across the Town, and hoped to be kept updated with their progress.

Lastly, he thanked BRTC for part funding a defibrillator at the Boxing Club in Bersted, stating the importance of having as many of these as publicly accessible as possible.

159. WRITTEN QUESTIONS FROM COUNCILLORS

There were no written questions from Councillors.

160. ADJOURNMENT FOR PUBLIC QUESTIONS AND STATEMENTS

The Chairman adjourned the Meeting at 6.56pm

A Member of the public spoke in relation to the earlier discussed issue, regarding having a policing presence at BRTC Meetings. He emphasised that whilst it would be beneficial to have a standing agenda item to receive updates from Officers on local policing issues through Council Meetings, it was still important to have a representative from Sussex Police present when possible, with many pressing items regularly needing to be liaised, particularly within the Town Centre.

The same member of the public asked Councillors what plans the Town Council had for the Town Centre, whilst celebrating the King's Coronation on 6th May 2023. The Chairman of the Events, Promotion and Leisure Committee, Cllr. Brooks, advised that the Committee were hoping to obtain extra funding, that could be utilised to provide bunting in the Town for the occasion.

The member of the public further commented on issues with the catenary wires in the Town Centre last year, urging this to be investigated to ensure bunting could be fully supported. The Chairman of the Events, Promotion and Leisure Committee gave assurances that he would look into this.

The Chairman reconvened the Meeting at 7.01pm

161. TO CONSIDER ANY WRITTEN DISPENSATION REQUESTS RECEIVED FROM TOWN COUNCILLORS

There were no written dispensation requests received from Town Councillors.

162. TO RECEIVE AND CONSIDER REPORTS, MINUTES AND RECOMMENDATIONS OF COMMITTEES (OTHER THAN ANY SPECIFIC ITEMS ON THIS AGENDA)

163. Policy and Resources Committee Meeting of 30th January 2023

The Chairman of the Committee Cllr. Waterhouse, reported.

A Councillor commented on the Terms of Reference Members Briefing held on 27th February 2023 (Min. 119.1 refers), which he'd felt had not provided adequate time for Members to properly examine the changes made. He expressed gratitude that the Town Clerk had allowed for an extra Members Briefing, to take place on 14th March and encouraged all Councillors to make representation on the changes proposed.

The Assistant Clerk confirmed any comments needed to be received by the office, by Friday 10th March 2023.

163.1 Min. 121 - 30th January 2023 - Recommendation to approve the 2023/24 Annual Audit Plan

Members unanimously **RESOLVED** to **APPROVE** the formal adoption of the 2023/24 Annual Audit Plan.

163.2 Min. 123 - 30th January 2023 - Recommendation to approve the Overall Summary and Action Plan of the Annual Assessment/Review of Risks for 2022/2023

Members unanimously **RESOLVED** to **APPROVE** the Overall Summary and Action Plan of the Annual Assessment/Review of Risks for 2022/2023. The Action Plan will be signed by the Town Mayor, as Chairman of the Council, and by the Town Clerk.

163.3 Min. 127 - 30th January 2023 - Recommendation that the pre-meeting announcement be revised, as proposed by Cllr. Brooks, without any further amendments

Members unanimously **RESOLVED** to **APPROVE** that the pre-meeting announcement be revised, as proposed by Cllr. Brooks, without any further amendments.

163.4 Min. 127 - 30th January 2023 - Recommendation that the word 'Town' before 'Town Mayor' in written correspondence, or when he/she is verbally announced or addressed, be dispensed with

Members **RESOLVED** to **AGREE** that the word 'Town' before 'Town Mayor' in written correspondence, or when he/she is verbally announced or addressed, be dispensed with.

164. Community Engagement and Environment Committee Meeting of 6th February 2023

The Chairman of the Committee Cllr. Smith, reported.

164.1 Min 79.2 - Recommendation to appoint the following Co-Opted Members to the Bognor Regis in Bloom Working Group for the remainder of the municipal year: Ms. T. Burrington, Mrs. S. Hamilton Jones, Mr. J. Hawkins, Ms. L. Macullam and Ms. L McAllister

Members **RESOLVED** to **APPROVE** to appoint the following Co-Opted Members to the Bognor Regis in Bloom Working Group for the remainder of the municipal year: Ms. T. Burrington, Mrs. S. Hamilton Jones, Mr. J. Hawkins, Ms. L. Macullam and Ms. L McAllister.

A Councillor expressed his surprise at the increase in membership requests for the Bognor Regis in Bloom Working Group. Another Councillor, who is a Member of the Working Group, explained that following the sad passing of Kim Davis, a keen member of the Bognor Community Gardeners, many of her fellow Community Gardeners, had expressed an interest in 'joining forces' with the Bognor Regis in Bloom working Group, to ensure her good work was carried on. This was **NOTED**.

165. Planning and Licensing Committee Meetings of 10th and 31st January and 21st February 2023

The Chairman of the Committee, Cllr. Mrs. Warr reported. There were no recommendations to Council.

166. Events, Promotion and Leisure Committee Meeting of 16th January 2023

The Chairman of the Committee, Cllr. Brooks reported. There were no recommendations to Council.

167. TO FORMALLY RECEIVE THE MINUTES, REPORTS AND RECOMMENDATIONS OF THE COMMITTEES, AND REFER ANY SUGGESTED AMENDMENTS DECIDED UPON DURING THE MEETING BACK TO THE RELEVANT COMMITTEE, AND RATIFY ANY COMMITTEE ACTIONS AS MAY BE NECESSARY

The Council unanimously **RESOLVED** to 'formally receive the reports, Minutes and recommendations of the Committee, and refer any suggested amendments decided upon at this meeting back to the relevant Committee'.

168. TO NOTE THE LIST OF PAYMENTS AND TRANSFERS MADE IN DECEMBER 2022 AND JANUARY 2023 AND TO NOTE THE BALANCES, BANK RECONCILIATIONS AND FINANCIAL REPORTS (FEBRUARY NOT YET AVAILABLE) AND OUTTURN AND APPROVAL OF THE CONTENTS AND THEIR PUBLICATION

The Council unanimously **RESOLVED** 'to note the payments and transfers made in December 2022 and January 2023 and to note the balances, bank reconciliations and financial reports (February not yet available) and outturn and approval of the contents and their publication'.

169. ANNUAL REVIEW OF THE COUNCIL'S INTERNAL CONTROL PROCEDURES AND PRACTICES

The Town Clerk's report and relating appendix was **NOTED**.

Following a review, Members unanimously **RESOLVED** that the Town Council's internal control procedure and practices are adequate and operating effectively.

170. TO CONSIDER NOMINATIONS FOR DEPUTY MAYOR 2023/24 AND MAKE RECOMMENDATION TO THE ANNUAL TOWN COUNCIL MEETING 2023

Cllr. Miss. Needs was nominated by Cllr. Cunard and seconded by Cllr. Reynolds.

Cllr. Smith was nominated by Cllr. Brooks and seconded by Cllr. Goodheart.

Both nominees were invited to address Members and state why they would like the opportunity to serve the Town as Deputy Mayor for 2023/24.

Following a vote, Members **RESOLVED** to **RECOMMEND** to the Annual Town Council Meeting for 2023, that Cllr. Miss. Needs be elected to the office of Deputy Mayor for 2023/24.

171. TO CONSIDER REQUEST TO MAKE A PRESENTATION TO MEMBERS PRIOR TO A FUTURE MEETING FROM ONE OF THE TOWN MAYOR'S CHARITIES, 4SIGHT VISION SUPPORT

Cllr. Brooks redeclared his Ordinary Interest in any discussion relating to 4Sight Vision Support

The Town Clerk's report was **NOTED**.

Following a positive discussion, Members unanimously **AGREED** to invite 4Sight Vision Support to make a presentation to Members prior to the Council Meeting to be held on 10th July 2023.

172. TO RESOLVE THAT THE TOWN CLERK, AS THE PROPER OFFICER, EXECUTE THE LEGAL DEEDS REGARDING THE LEASING OF THE THREE SEAFRONT DECKING AREAS, ON BEHALF OF THE TOWN COUNCIL, IN LINE WITH THE TOWN COUNCIL'S STANDING ORDERS S.O. 23A REFERS

The Town Clerk's report was **NOTED**.

In considering the seafront area, discussion turned to the ownership and maintenance of the seafront showers, which many Members felt needed some attention.

A Member felt that signage needed to be improved and questioned whether improvement work on the showers could be included as an agenda item at the next Policy and Resources Committee Meeting. The Chairman of the Committee, Cllr. Waterhouse, was agreeable to this suggestion.

Having then discussed the three seafront decking areas, Members unanimously **RESOLVED** to allow the Town Clerk, as the Proper Officer, the authority to execute legal deeds regarding the leasing of these, on behalf of the Town Council, and as per the Town Council's Standing Orders.

173. REGENERATION INCLUDING: TO NOTE THE PUBLICATION OF THE MINUTES OF THE BOGNOR REGIS REGENERATION BOARD MEETING HELD ON 1st FEBRUARY 2023 (IF AVAILABLE); TO NOTE DATE OF THE RESCHEDULED EXTRAORDINARY COUNCIL MEETING TO RECEIVE A PRESENTATION IN RELATION TO THE WAYFINDING STRATEGY

173.1 Members **NOTED** the Minutes of the Bognor Regis Regeneration Board meeting held on 1st February 2023, previously circulated.

A Councillor reminded those present that the Bognor Regis Regeneration Board and Bognor Regis BID were both unelected organisations and urged Councillors to be certain that their aims and priorities matched the vision of the Town Council for future regeneration within the Town.

Another Councillor, who was the Town Council's appointed representative to the Regeneration Board, expressed that to his knowledge, the Board does approach BRTC, to seek permission on any decisions that require it. He further emphasised his belief that liaisons between the Board, the BID and BRTC are effective and reminded Members that the Town Council can only offer an opinion at Regeneration Board meetings, through their appointed representative.

Signage throughout the Town was discussed, with one Councillor citing that the Events, Promotion and Leisure Committee no longer had control of signs on the Promenade, which were assets of the Town Council and expressed his desire to be consulted with regards to their future use. The representative on the Regeneration Board asked the Councillor for specific signs being referred to and stated that they would raise the matter at the next meeting of the Regeneration Board.

Cllr. Cunard left the Meeting

173.2 Members **NOTED** that the rescheduled Extraordinary Council Meeting will be held at 6.30pm on Thursday 9th March 2023, to enable Members to receive a presentation by consultant, Richard Wolfströme, on the Wayfinding Strategy.

174. TOWN MAYOR'S REPORT AND DUTIES UNDERTAKEN

The report on the Mayor's activities was **NOTED**.

175. TOWN CRIER'S REPORT AND DUTIES UNDERTAKEN

The report on the Town Crier's activities was **NOTED**.

176. REPORTS FROM REPRESENTATIVES TO OTHER ORGANISATIONS

Members **NOTED** that reports had been received from the following representatives to other organisations and had been emailed to all Councillors.

176.1 Cllr. Barrett - Bognor Regis Concert Band; BRTC/ADC Liaison Mtgs; Stonepillow.

176.2 Cllr. Miss. Needs - Bognor Regis Carnival Association.

176.3 Cllr. Woodall - Bognor Regis Shopmobility, Rox Music & Arts, Sussex Police Focus Groups.

Verbal Reports:

176.4 Cllr. Mrs. Daniells - Arun District Association of Local Councils (ADALC); Bognor Regis Heritage & Arts Partnership Board; Bognor Regis Twinning Association; Chamber of Commerce; Southdowns Music Festival; Jubilee Street Party on the Prom; West Sussex ALC Ltd.

During her verbal report, Cllr. Mrs. Daniells advised of the positive progress made by the Southdowns Music Festival, who had to date raised £875 of their £1,000 fundraising target for the 2023 Festival. She encouraged Councillors to show support for the organisation, whose event is such a popular part of the events programme within the Town.

Cllr. Mrs Daniells was pleased to further advise that the Twinning Association's most recent foreign film showing had been very popular, with a larger than normal turnout. Plans are being put in place for the Twinning trip to Trebbin in June 2023, and updates on this will be provided.

As the representative to ADALC, Cllr. Mrs. Daniells informed Members of the recent Meeting, held at Arundel Town Hall on 2nd March 2023. Discussions centered around how the district and county councils can build a better working relationship with local town and parish councils, with breakout sessions used to discuss ideas for moving forward.

176.5 Cllr. Brooks - Bognor Regis Heritage & Arts Partnership Board; BRTC/ADC Liaison Meetings; Chamber of Commerce.

176.6 Cllr. Smith - Bognor Regis Heritage & Arts Partnership Board, BRTC/ADC Liaison Group, Bognor Regis Foodbank, Grandads front Room CIC.

Further to a recent meeting with Grandads Front Room, Cllr. Smith conveyed their gratitude for the £8,663.82 conditionally awarded by the Town Council, under their Grant Aid scheme.

Unfortunately, Cllr. Smith had missed the last meeting held by Bognor Regis Foodbank, for which he had conveyed his apologies. He was pleased to inform Members that he will be meeting with Trustees of the Bognor Regis Foodbank, as per their Grant Aid condition, on 23rd March 2023. Major Matt Butler, seated in the public gallery, thanked Councillors for the conditional Grant Aid award, as one of those Trustees of the Foodbank.

- 176.7 Cllr. Goodheart** - Arun Partnership Advisory Board Early Help, Arun District Association of Local Councils (ADALC); Bognor Regis Heritage and Arts Partnership Board; West Sussex ALC Ltd; UK Harvest.

Due to a clash of meetings with ADC, Cllr. Goodheart reported that he had been unable to attend recent meetings with both UK Harvest and the Bognor Regis Carnival Association.

177. TO RECEIVE CORRESPONDENCE

The Committee **NOTED** receipt of correspondence as detailed in the list.

178. PICTUREDROME SITE UPDATE INCLUDING: DIRECTOR'S REPORT, ANY URGENT ACTIONS TAKEN FOR RATIFICATION

Cllrs. Mrs. Daniells and Reynolds redeclared their Disclosable Pecuniary Interests and left the Meeting

178.1 Director's report, any urgent actions taken for ratification

The previously circulated Director's report was **NOTED**, with the actions taken, and expenditure **RATIFIED**.

Comment was made regarding the tour of the building, which was promised to Councillors some time ago, which had not yet happened. The Assistant Clerk advised that she would raise this with the Town Clerk with an update provided to Members in due course.

A Councillor queried the feasibility of having an annual stakeholder meeting, to discuss any issues relating to the Picturedrome Cinema, particularly as this is such a big investment for the Town Council. The Assistant Clerk will discuss this with the Town Clerk, and report back to Members.

179. TO RESOLVE TO MOVE TO CONFIDENTIAL BUSINESS (S.O.3.d) CONTRACTUAL)

The Council **RESOLVED** that in view of the confidential nature of the business about to be transacted it is advisable in the public interest that the public be temporarily excluded, and they are instructed to withdraw (S.O. 3.d).

180. PICTUREDROME SITE - TO CONSIDER MATTERS OF A CONTRACTUAL NATURE - INCLUDING LANDLORDS CONSENT FOR ALTERATIONS TO THE BUILDING (IF AVAILABLE)

The Town Clerk's confidential report was **NOTED**, as previously circulated to Members.

Those present were invited to email any questions, in relation to the report, to the Town Clerk who would then liaise with the Tenant if necessary.

Member **NOTED** the plans to open up the original entrance to the Canada Grove side of the building, as previously granted under Landlords Consent in June 2020.

The Meeting closed at 8.20pm